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UNITED STATES MISSION POLAND

VACANCY ANNOUNCEMENT

No. 15-51	EXBS PROGRAM ASSISTANT EMBASSY WARSAW	November 13, 2015
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OPEN TO:	All Interested Candidates / All Sources
POSITION:	EXBS Program Assistant
OPENING DATE:	November 13, 2015
CLOSING DATE:	November 27, 2015
WORK HOURS:	Full-time (40 hours per week)
SALARY:	Ordinarily Resident (OR): FSN-8, PLN 78,507 (annual gross starting salary) Not-Ordinarily Resident (NOR): FP-6*, US\$ 45,038 (annual gross starting salary). *Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Warsaw is seeking eligible and qualified applicants for the position of EXBS Program Assistant.

BASIC FUNCTION OF POSITION

Under the overall supervision of the Political-Military Unit Chief, and working closely with relevant section Officers, the incumbent has overall responsibility for managing post's Export Control and Related Border Security (EXBS) program and coordinating logistics and preparation for EXBS-funded training in Poland or with participation of relevant Polish Government agencies. Serves as the principal and expert assistant assigned to the Export Control and Related Border Security (EXBS) program, with responsibility for administrative, budgetary, and programmatic issues for coordinating EXBS-Polish cross-border training events. Incumbent must develop an extensive range of professional-level contacts in Poland's Border Guards, Customs and Ministry of Economy. The incumbent is also responsible for helping to coordinate Quarterly internal and biannual bilateral Counterterrorism Working Group meetings. In addition, as needed the incumbent will back up other FSN political analysts and interpret for political officers in meetings with Polish officials.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address how they meet each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** University degree in Economics, Business, or Public Administration is required.
- 2. Prior Work Experience:** At least three years of progressively responsible experience in project administration/operation, administrative or financial management environment, and/or experience in government or other assistance-related fields is required.
- 3. Language Proficiency:** Level 4 (fluent) for speaking, reading and writing in English and Polish is required.

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4. Job Knowledge: Some knowledge of U.S. and Polish strategic trade controls, customs and border operations is required. Some familiarity with Customs, Border Guards, border security, Ministry of Economy, Ministry of Finance, Ministry of Foreign Affairs officials is required. Knowledge of Microsoft Office is required. Some knowledge of Embassy, GSO, Budget & Finance, and Public Affairs policies and procedures in order to collaborate with these sections on EXBS-related issue is required.
5. Skills and Abilities: Excellent interpersonal and organizational skills and good judgment are required. Excellent interpreting skills, with a special emphasis on security nomenclature and knowledge, are required. Good typing speed is required. Strong administrative and drafting skills are required. Ability to deal effectively with persons within and outside the U.S. Mission is required. Must demonstrate confidence and professionalism in order to gain cooperation. Diplomacy and tact in dealing with local officials and other Embassy and State Department officers is required. Ability to organize, plan, and manage a project with limited guidance is required. Ability to work under pressure to deal with overlapping tasks is required. Highly-developed communication skills to independently establish and maintain contacts with senior level officials of the host government at the national, regional, and local levels are required. Ability to work independently with minimal oversight and directions is required.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. veterans will be given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous U.S. Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

HIRING PREFERENCE ORDER

- 1) USEFM who is also a preference-eligible U.S. Veteran
- 2) USEFM or a preference-eligible U.S. Veteran
- 3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management will consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired under a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a non-sensitive security clearance and a medical clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

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HOW TO APPLY

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g., transcripts, degrees, language test scores, typing test scores, work and/or residency permits, etc.)

IMPORTANT

Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY

Human Resources Office
American Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
E-mail: WarsawRecruitment@state.gov
or at Embassy Reception, ul. Piekna 14a

DEFINITIONS

US Citizen Eligible Family Member (USEFM) – A USEFM is an individual who meets all of the following criteria:

- U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Eligible Family Member (EFM) – An EFM for employment purposes is defined as an individual who meets all the following criteria:

- U.S. Citizen or not a U.S. Citizen: **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of the employee, spouse, or same-sex domestic partner when such child is

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expected to be under such legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, or same-sex domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e. a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

Member of Household (MOH) – A MOH is an individual who meets all of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- A MOH is under COM authority;
- A MOH may include parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not-Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Has a U.S. Social Security Number (SSN); **and**
- Is not a citizen of the host country; **and**
- Does not ordinarily reside in the host country; **and**
- Is not subject to host country employment and tax laws.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has a legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.

The US Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel

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operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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